Inside SAIS

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This Issue

FERPA

The Arizona Attorney General just issued an opinion related to FERPA that will allow ADE to share enrollment information among schools who share a concurrently enrolled student. ADE is currently working on the details of where to publish this information

Improvements to SAIS, 2004

ADM Aggregation Performance Improvements

MIS has developed, tested, and implemented a major SAIS enhancement, one that will improve system performance enormously. In April of this year, there was widespread LEA dissatisfaction with SAIS performance. There was much concern, specifically about the poorly performing process of ADM aggregation. After several visitations with many district technology officials and further work on our system, here is a sense of the magnitude of the new improvement:

- In April it took three to four weeks to run ADM aggregation for the State.

- After implementation, ADM Aggregation ran within 3 days for the entire State.

LEAs should notice dramatic improvements in turnaround time from file submission to ADM report availability.

Funding Related Changes

- Concurrency affecting JTEDs. These changes will be run retroactively for FY2002-03. These changes are scheduled to run before the end of September. School Finance will be publishing details shortly.

- Concurrency affecting non-JTED's. These changes will be enforced for Fiscal Year 2004 onwards. School Finance will be publishing details shortly.

- Non-validated concurrencies. In accordance with a new change to ARS1042-G (HB 2098), ADE must reallocate ADM for non-validated concurrent memberships. ADE will provide an online screen whereby each LEA/school must validate memberships having one or more concurrent memberships at another LEA, in order to prevent funding from being directed elsewhere. Specific details of this process are being finalized and will be publicized shortly.

Aggregation 2004

- Aggregation will only be run at a Holder/District level.

- Aggregation for Fiscal Year 2004 will start running when the last track of a LEA within a District/Charter Holder passes 40th day + 12 days.

- Once a District/Charter has passed this point, they will only be picked up to run through aggregation if a change has been made to their data since the last aggregation run.

> **REMINDER!!** ADE will implement a 10mb file size limit on all files uploaded to Student Details, effective October 1, 2003

Names, names, names!

ADE has noticed that LEA's are using invalid values for Name fields within SAIS.

Legal First and Last Names CANNOT be invalid values (for example "unknown" or "n/a"). ADE will be implementing changes to reject and report on names with invalid values.

Remember:

Arizona law (ARS 15-828) requires that documentation be presented to the school district when a child enrolls for private or public education in the state of Arizona. These documents can be: a certified copy of the pupil's birth certificate, other reliable proof of the pupil's identity and age (such as baptismal certificate, application for social security number, or original school registration records) along with an affidavit explaining the inability to provide a copy of the birth certificate); or a letter from the authorized representative of an agency having custody of the pupil, certifying that the pupil has been placed in the custody of the agency as prescribed by law.

Each district determines the document it will accept as a legal document.

As for the Responsible Party's First and Last Names, default values have been allowed in SAIS, see chapter "Recommended values for missing elements" in the SAIS Student Details Transaction Elements Document for more information http://www.ade.az.gov/Sais/Elements/SAISelements.pdf

The expectation was that LEA's would make a concerted effort to collect this and other missing information gradually, and begin to report it in time. FY04 will be the last year SAIS will accept default values for these elements. ADE will implement changes for Fiscal Year 2005 to force valid values to be reported in these fields.

Suggestion box

Thanks, readers, for your comments and suggestions about our first few issues. You're helping us to make *Inside SAIS* a better newsletter. It's evident that a communication vehicle like this is helpful to many of you, and we'll make every effort to continue improving it.

For comments and questions, e-mail to:

insidesais@ade.az.gov

Please keep those comments coming!

ADE's Needs Online Application

If you used ADE's Needs Online application to enter your 'Needs' data for FY 2003, your access to this application has been removed. If you still require access to this application for FY 2004, contact School Finance to request permission to be granted.

Remember!

Absences equivalent to the student's FTE, or zero attendance, are NOT allowed on a student's enrollment or withdrawal date.   These are allowed on the last day of school in session.

ELL Participation cannot exist without a valid ADM Membership at the same school. The ADM Membership MUST cover the ELL participation from its first through its last day. Therefore if a student withdraws from ADM, he must be exited out of his ELL program with the same or an earlier exit date to that of the withdrawal.

Students enrolling in KG who were not enrolled in a public or charter school within AZ last school year, should be enrolled with an E3 Enrollment Code.

Student Detail Report Enhancements

The SDSPED71 and SDELL71 have been updated to show ALL students that have either SPED or ELL Needs in SAIS, whether they have passed integrity or not. A new column has been added which will reflect the Integrity status of the student.

A new report, SDADMS78 – Deleted Student Enrollment Report has been created. It will show a list of students at a school level, whose last successful SAIS transaction was an Enrollment Delete. This report was created to draw attention to students that may have been mistakenly or incorrectly deleted from SAIS.

Back issues of **Inside SAIS** are available for reference on the ADE web site at http://www.ade.az.gov/sais/